

Reviewing

- ◆ Review Campaign Statements
- ◆ Common Errors on Campaign Statements
- ◆ Amendments to Campaign Statements

Review Campaign Statements



Filing officers must review *all original* campaign statements filed with them to determine if they contain all of the information required by the Act. The specific requirements are set out in Regulation 18110.

- ◆ When reviewing campaign statements you are *not* required to seek or obtain information to verify entries, examine previously filed statements, or check mathematical calculations.

Common Errors on Campaign Statements

Following is a list of some of the most common errors to look for when reviewing campaign statements.

Cover Page

- ◆ Incorrect period covered.
- ◆ Incomplete verification. (Executed date not provided, city and state not provided or the signature of the candidate/officeholder or treasurer not provided.) When the candidate is his/her own committee treasurer, then he/she must sign both the candidate/officeholder and treasurer verifications.
- ◆ Verification is a photocopy or not signed in ink.

Summary Page

- ◆ Totals from the summary sections of the schedules are incorrectly carried forward.
- ◆ Failure to report zeros in Column A when there has been no activity to report on a particular schedule and the filer has failed to attach the schedule.
- ◆ Failure to complete Column B during a particular reporting period.

Schedules

- ◆ Dates reported in the “Date Received” column do not coincide with the period covered by the statement.
- ◆ Itemized contributions and expenditures do not include complete addresses.

- ◆ Itemized contributions from individuals do not include occupation/employer information.
- ◆ Failure to include the Outstanding Balance At Close Of The Period when the candidate/officeholder had outstanding loans during the calendar year (Schedule B, Part 1 and Schedule H).
- ◆ Failure to report vendors receiving payments of \$100 or more from a credit card company or \$500 or more from a campaign management firm.
- ◆ Failure to report codes or descriptions of itemized payments and accrued expenses. For payments which are nonmonetary contributions or independent expenditures, both a code and a description must be provided in addition to the name of the officeholder, candidate, or committee on whose behalf the payment was made.
- ◆ Payments from campaign funds which are contributions or independent expenditures are shown on Schedule E but not shown on Schedule D.

Amendments to Campaign Statements

Any statement may be amended by the filer at any time. There are no penalties for filing an amendment. Amending an incorrect or incomplete statement may be considered as evidence of good faith. (Gov. Code Section 81004.5.)

To amend a previously filed campaign statement, the filer must file another form (e.g., a candidate amending a Form 460 will file another Form 460 marking the amendment box and providing the amended information). Any amendment which changes monetary amounts (receipts, expenditures, cash-on-hand, etc.) should be accompanied by a revised Summary Page for each statement affected and, if needed for further clarification, the appropriate revised schedule(s) showing the changed information and the changed total(s).

No changes may be made on statements after they have been filed. Another form must be used.



- ◆ If, upon reviewing a campaign statement, a filing officer determines there is an error, or additional information is necessary, a blank form should be sent with a letter to the filer requesting the correct or additional information.